

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DSS15322907**  
POSITION NO: 940855  
POSITION TITLE: **Administrative Services Officer**

DATE POSTED: 02/24/22  
CLOSING DATE: **03/16/2022 by 5 PM**

DEPARTMENT NAME / WORKSITE: NDSS/Department of Family Services, Administration - HR Section/ Window Rock, AZ

WORK DAYS: <u>Monday to Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ64A</u>
WORK HOURS: <u>8:00am - 5:00pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>45,226.08</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>21.66</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/> DURATION : _____	

**DUTIES AND RESPONSIBILITIES:**

Administrative Services Officer will report to the Department Manager III. ASO will manage the daily functions of the department's Human Resources Section: completes pre and post on-boarding processes, contacts applicants/sends out selection/non-selection letters, makes referrals to NN Office of Background Investigations to complete criminal background processes for new hires and updates of regular status staff's triennial (3-year) clearances. Coordinates new hire or regular status personnel trainings, including reviewing of applicable training requests and forms. Prepares Personnel Action Forms for processing and works with the department accountants to ensure general and external funded positions are appropriately funded and submits annual Automation of Employee Assignments for external funded positions for each fiscal year, including approved general wage adjustments. Assists the department's master timekeeper with payroll issues and may assist the Administrative Assistant with preparing backpay requests. Addresses staff exit processes for resignation, disciplinary action termination & retirement.

Assists department managers and regional field office supervisors with completing Personnel Classification Questionnaires (PCQs) for submission to the NN Department of Personnel Management. Addresses recruitment goals and objectives by meeting with management and field office supervisors. Prepares and submits position vacancy announcements for posting by the NN Dept. of Personnel Management. Updates the department's organizational chart and personnel/position database as needed. Tracks personnel activity for trends and trainings. ASO will coordinate with the NDSS Executive Office - HR Section on personnel activities for reporting purposes and upon NNDPM certification, assess employment applications for qualification of applicants for the department's vacant positions.

Provides guidance on policies and procedures to department staff, managers and supervisors. Provides guidance to managers and field office supervisors with progressive disciplinary action protocols, including assistances with drafting reprimands, suspension and termination notices. Provides guidance to department staff on leave administration, such as Family Medical Leave, COVID-19 leave, and retirement processes. Maintains the department's personnel and position files. ASO will work with all supervisors to ensure staff's annual employee performance appraisal evaluations are completed and checks for accuracy of evaluation scores and communicates with supervisors for corrections or outstanding evaluations. Monitors & tracks Performance Step Increase Recommendations, Merit Pay Bonus, & Other Bonus recommendations with the Department of Personnel Management and ensure adjustment payments are received by NN Office of the Controller - Payroll Section.

ASO will also provide administrative support of moderate difficulty to the Department Manager III, by attending meetings, presenting to the Navajo Nation Oversight Committees, assist with communicating regularly on department activities through reports, presentation and meetings; provides technical assistance to internal department sections. As needed, may assists with 6B procurement processes, conducts research and analysis of personnel activities, may draft internal policies and procedures, communicates goals and objectives to internal and external groups. Attends work related trainings, meetings and conferences and maintains work related certifications.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Public or Business Administration, Human Resources Management or a closely related field; and two (2) years of administrative and management experience; or an equivalent combination of education and experience

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license. Must obtain Tribal Vehicle Operator's Permit within 90 days of employment.
- Must obtain Standard or Basic Infant/Child/Adult CPR and First Aid Certifications, Food Handler's Permit, and additional Health and Safety Requirements.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of modern principles and practices of public administration, governmental accounting, procurement and financial administration; Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to auditing, purchasing, grants, risk management, budgeting and accounting. Knowledge of auditing, budget preparation and reporting systems, program analysis and performance measures, and revenue forecasting; and general principals of supervision and personnel management procedures and practices, including record keeping and data security methods and techniques. Skill in developing and analyzing financial systems, procedures, and controls, budgets and forecasts. Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and council to tribal and other governmental officials. Skill in the interpretation and analysis of legal and quasi-legal documents including Tribal, federal and state guidelines. Able to demonstrate fluency in both the Navajo and English languages.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**